

The following is a sequence of questions and answers regarding the Arizona Network (AZNet) telecommunications program...DMT User Guide. If you have any questions, please submit them via the AZNet website: www.aznet.gov or call the Telecommunications Program Office (TPO) at 602-364-1106.

DMT User Guide Information

1. What is DMT?

DMT stands for Demand Management. This is the term used for telecommunications projects that require complex engineering and/or a PIJ.

2. What is ITG?

ITG stands for Information Technology Governance. This is a web tool used to manage DMT projects. It provides visibility and real time status on your projects from business requirements, proposal development, PIJ creation and approvals, purchase orders, project implementation and agency acceptance.

3. Why do I use ITG?

Once you receive your user name and password, you will be able to access your projects at anytime. Since this system is a data repository for all project-related information, you can see everything.

ITG is an electronic communication tool. During the proposal development process, your agency CIO will be asked to approve and/or provide input on things like the design, pricing and PIJ. When it is time for this type of action, a notification email will be sent to the CIO to log into ITG on a specific project and take the requested action.

4. ITG Workflow...What does it mean?

Once you log into ITG and open up your project, you will see an expanded view of the project workflow. A high-level description of each section follows:

- **Summary:** This section contains high-level information we received from you to start your project request. This documents the dialog you

had with the AZNet Change Account Manager. The business requirements document is located in the Business Requirements field.

- **Qualify:** Your request has now been sent to the TPO for the initial review of the requirements, desired time frames and high-level risk assessment. The final step here is to assign an engineer to start the proposal process.
- **Assessment:** In this phase, the engineer will work with you and your team to refine the requirements and develop the project Scope of Work (SOW). Further, the engineer will assess cross project interdependencies with other telecom projects within the statewide enterprise. At the end of this phase, the completed SOW will be attached and your CIO will get an email requesting agency approval.
- **Agency Approval Work Step:** Upon receipt of this email, log into ITG and click on your project request number. Go to the SOW attachment in the Assessment section and open. There are three action buttons at the top of the screen.
 - **Approve:** This is used if you are happy with the proposal, costs and the agency is ready to commit to the investment.
 - **Need More Info:** If you have questions on the SOW, use that button and document your questions in the box that pops up.
 - **Reject:** Used if you are unhappy with the proposal or if the agency has decided not to pursue the project. Again, a pop-up box will display and you will need to document the details.
- **Funding:** This is a section that is populated by the agency. Upon approving the SOW, you will need to identify your funding sources.
- **Plan:** This section is primarily driven by the TPO. However, we will be working with you to prepare the PIJ (if required).
- **Plan Prioritization:** This is the evaluation criteria used to prioritize projects. In some cases, projects could be funded using an Enterprise Capital Funding Source. This situation will require approval of the DMT Committee which is comprised of 12 agency CIOs. In other cases, projects will be funded with agency capital and will not require scoring and ranking among enterprise projects.

5. **Helpful Hints:**

Notes: Notes can be added any time.

Save Button: Remember to hit the save button anytime you do anything!!! Otherwise, your changes will be lost.

Help: Anytime you see a gray square to the right of a field, there is a help menu.

Click on the gray box and this should answer any questions you have as you navigate through ITG.